



Update _2_0_90

Clinical Reminders

VA-Community Care RFS Response Letter

Install Guide

December 2019

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

Description:

The Community Care Request for Service Response Letter will be used to by Facility Community Care Office staff to notify community providers the outcome/decision for their requests for clinical care. A new Request for Service (RFS) Form 10-10172 will be deployed nationally and will be required for community providers to use when requesting any clinical service or care (previously Secondary Authorization Request/SAR). Per the Community Care program office, this update content is mandatory for use. POC is Mr. Rick Woods, Community Care Office. garold.Woods@va.gov

UPDATE_2_0_61 contains 1 Reminder Exchange entry:

UPDATE_2_0_90 VA-COMMUNITY CARE RFS RESPONSE LETTER

The exchange file contains the following components:

TIU TEMPLATE FIELD

TEXT (1-40 CHAR) REQ
TEXT (1-20 CHAR REQ)
COMMUNITY PROVIDER NAME
CC-RFS DENIAL CONTACT VETERAN
WP 1 LINE REQ
TEXT (1-10 CHAR)
CC RFS PROV ZIP
CC RFS PROV STATE
CC RFS PROV CITY
TEXT (1-20 CHAR) REQ
CC RFS PROV ADDRESS
CC RFS PROVIDER

HEALTH FACTORS

VA-REMINDER UPDATES
VA-UPDATE_2_0_90
COMMUNITY CARE
RFS VA PROVIDER
RFS DENIAL

REMINDER SPONSOR

VHA Office of Community Care

REMINDER TERM

VA-REMINDER UPDATE_2_0_90

REMINDER DIALOG

VA-COMMUNITY CARE RFS RESPONSE LETTER

Install Details

This update is being distributed as a web host file. The address for the host file is:
http://vista.med.va.gov/reminders/UPDATE_2_0_90.PRD

The file will be installed using Reminder Exchange, programmer access is not required.

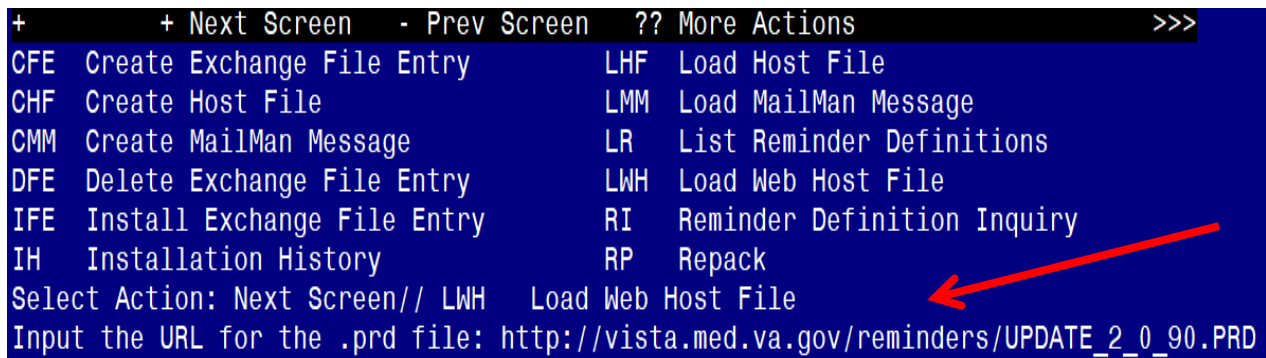
Installation:

=====

This update can be loaded with users on the system. Installation will take less than 10 minutes.

Install Example

To Load the Web Host File. Navigate to Reminder exchange in Vista

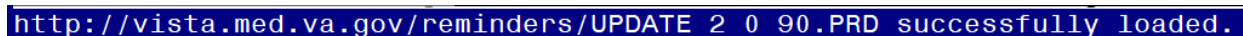


```
+      + Next Screen  - Prev Screen  ?? More Actions  >>>
CFE  Create Exchange File Entry      LHF  Load Host File
CHF  Create Host File                 LMM  Load MailMan Message
CMM  Create MailMan Message           LR   List Reminder Definitions
DFE  Delete Exchange File Entry       LWH  Load Web Host File
IFE  Install Exchange File Entry       RI  Reminder Definition Inquiry
IH   Installation History              RP   Repack
Select Action: Next Screen// LWH  Load Web Host File
Input the URL for the .prd file: http://vista.med.va.gov/reminders/UPDATE_2_0_90.PRD
```

At the **Select Action:** prompt, enter **LWH** for Load Web Host File

At the **Input the url for the .prd file:** prompt, type the following web address:

http://vista.med.va.gov/reminders/UPDATE_2_0_90.PRD



```
http://vista.med.va.gov/reminders/UPDATE_2_0_90.PRD successfully loaded.
```

You should see a message at the top of your screen that the file successfully loaded.

Search and locate an entry titled **UPDATE_2_0_90 VA-COMMUNITY CARE RFS RESPONSE LETTER** in reminder exchange.

+Item	Entry	Source	Date Packed
189	UPDATE_2_0_90 VA-COMMUNITY CARE RFS RESPONSE LETTER	PLOTT@SALT LAKE CI	07/15/2019@12:58
190	UPDATE_2_0_91 VA-VCC BLOOD PRESSURE	GRIFFITH@SALT LAKE CI	07/11/2019@05:30
191	V7-HIV SCREENING (2012)	MURPHY@ATLANTA VAMC	01/09/2019@14:51
192	V7-HIV SCREENING (2012)	GRIFFITH@ZZ ALBANY	01/10/2019@06:25
193	V7-HIV SCREENING (2012)	GRIFFITH@ZZ ALBANY	01/10/2019@08:54
194	VA BRANCHING LOGIC REMINDER UPDATES OEF/OIF	VOLPP@NORTHERN CAL	09/13/2010@11:42
195	VA MH SCREENING REMINDERS	VOLPP@NORTHERN CAL	09/13/2010@11:36
+ + Next Screen - Prev Screen ?? More Actions >>>			
CFE	Create Exchange File Entry	LHF	Load Host File
CHF	Create Host File	LMM	Load MailMan Message
CMM	Create MailMan Message	LR	List Reminder Definitions
DFE	Delete Exchange File Entry	LWH	Load Web Host File
IFE	Install Exchange File Entry	RI	Reminder Definition Inquiry
IH	Installation History	RP	Repack
Select Action: Next Screen// 189			

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
Enter the number that corresponds with your entry titled **UPDATE_2_0_90 VA-COMMUNITY CARE RFS RESPONSE LETTER** (in this example it is entry 189 it will vary by site)

Component	Category	Exists
Source: PLOTT,JOSEPH G at SALT LAKE CITY		
Date Packed: 07/15/2019@12:58:04		
Package Version: 2.0P35		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-COMMUNITY CARE RFS RESPONSE LETTER		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_90		
Non-exchangeable TIU object(s):		

TIU Object: PATIENT NAME		
Object Method: S X=\$\$NAME^TIULO(DFN)		
+ Enter ?? for more actions >>>		
IA	Install all Components	IS Install Selected Component
Select Action: Next Screen// IA		

At the **Select Action** prompt, type **IA** for Install all Components and hit enter.
Select Action: Next Screen// **IA Install all Components**
You will see several prompts, for all new entries you will choose **I to Install**
For components that already exist but the packed component is different, choose **O to Overwrite**.

You will be prompted to install the reminder dialog component:

Packed reminder dialog: VA-COMMUNITY CARE RFS RESPONSE LETTER [NATIONAL DIALOG]					
Item	Seq.	Dialog Findings	Type	Exists	
1		VA-COMMUNITY CARE RFS RESPONSE LETTER	dialog		
2	10	VA-COMMUNITY CARE RFS NOTE VERSION Finding: *NONE*	element		
3	20	VAL-GP RFS RESPONSE LETTER Finding: *NONE*	group		
4	20.5	VA-GP RFS LETTER APPROVED Finding: *NONE*	group		
5	20.10	VA-GP RFS LETTER DENIED Finding: RFS DENIAL (HEALTH FACTOR)	group		X
6	20.10.5	VA-RFS LETTER DENIED REASON Finding: *NONE*	element		
7	20.10.10	VA-RFS LETTER DENIED Finding: *NONE*	element		
+ + Next Screen - Prev Screen ?? More Actions					
DD	Dialog	Details	DT	Dialog	Text
IS	Install	Selected	QU	Quit	
DF	Dialog	Findings	DU	Dialog	Usage
DS	Dialog	Summary	IA	Install	All
Select Action: Next Screen// IA					

At the **Select Action** prompt, type **IA** to install the dialog:

VA-COMMUNITY CARE RFS RESPONSE LETTER

Select Action: Next Screen// **IA Install All**

Install reminder dialog and all components with no further changes: Y// **Yes**

Packed reminder dialog: VA-COMMUNITY CARE RFS RESPONSE LETTER [NATIONAL DIALOG]					
VA-COMMUNITY CARE RFS RESPONSE LETTER (reminder dialog) installed from exchange					
Item	Seq.	Dialog Findings	Type	Exists	
1		VA-COMMUNITY CARE RFS RESPONSE LETTER	dialog	X	
2	10	VA-COMMUNITY CARE RFS NOTE VERSION Finding: *NONE*	element	X	
3	20	VAL-GP RFS RESPONSE LETTER Finding: *NONE*	group	X	
4	20.5	VA-GP RFS LETTER APPROVED Finding: *NONE*	group	X	
5	20.10	VA-GP RFS LETTER DENIED Finding: RFS DENIAL (HEALTH FACTOR)	group	X	
6	20.10.5	VA-RFS LETTER DENIED REASON Finding: *NONE*	element	X	
7	20.10.10	VA-RFS LETTER DENIED Finding: *NONE*	element	X	
+ + Next Screen - Prev Screen ?? More Actions					
DD	Dialog	Details	DT	Dialog	Text
IS	Install	Selected	QU	Quit	
DF	Dialog	Findings	DU	Dialog	Usage
DS	Dialog	Summary	IA	Install	All
Select Action: Next Screen// Q					

When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q**.

Component	Category	Exists
Source: PLOTT,JOSEPH G at SALT LAKE CITY		
Date Packed: 07/15/2019@12:58:04		
Package Version: 2.0P35		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-COMMUNITY CARE RFS RESPONSE LETTER		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_90		
Non-exchangeable TIU object(s):		

TIU Object: PATIENT NAME		
Object Method: S X=\$\$NAME^TIULO(DFN)		
+ + Next Screen - Prev Screen ?? More Actions >>>		
IA Install all Components IS Install Selected Component		
Select Action: Next Screen// Q		

You will then be returned to this screen. At the **Select Action** prompt, type **Q**.

Installation complete.

Post Installation

1. Make the Dialog able to be attached to a Personal/Shared template or to a progress note title.

From the Reminders Manager Menu:

Select Reminder Managers Menu Option: **CP CPRS Reminder Configuration**

CA Add/Edit Reminder Categories

CL CPRS Lookup Categories

CS CPRS Cover Sheet Reminder List

MH Mental Health Dialogs Active

PN Progress Note Headers

RA Reminder GUI Resolution Active

TIU TIU Template Reminder Dialog Parameter

DL Default Outside Location

PT Position Reminder Text at Cursor

Select CPRS Reminder Configuration Option: **TIU TIU Template Reminder Dialog Parameter**

Reminder Dialogs allowed as Templates may be set for the following:

1 User USR [choose from NEW PERSON]

3 Service SRV [choose from SERVICE/SECTION]

4 Division DIV [choose from INSTITUTION]

5 System SYS [NATREM.FO-SLC.MED.VA.GOV]

Enter selection: **5** Choose the appropriate number for your site. Your site may do this by System or other levels. The example below uses SYSTEM level

Setting Reminder Dialogs allowed as Templates for System:

Select Display Sequence: **?**

148 VA-VETERANS CHOICE NOTE

149 VA-TBI SCREENING

When you type a question mark above, you will see the list of #'s (with dialogs) that are already taken. Choose a number **NOT** on this list. For this example, looking above I see the number 150 is not present, so I will use 150.

Select Display Sequence: **150**

Are you adding 150 as a new Display Sequence? Yes// **Y YES**

Display Sequence: 150// **<Enter>** 150

Clinical Reminder Dialog: **VA-COMMUNITY CARE RFS RESPONSE LETTER (D)**

then **<enter>** reminder dialog NATIONAL

OK? Yes// **<Enter>** (Yes)

2. Setup of Note title/Associate the reminder dialog with the note title in CPRS

You will find specific instructions for note title setup in the Technical guide at this link:

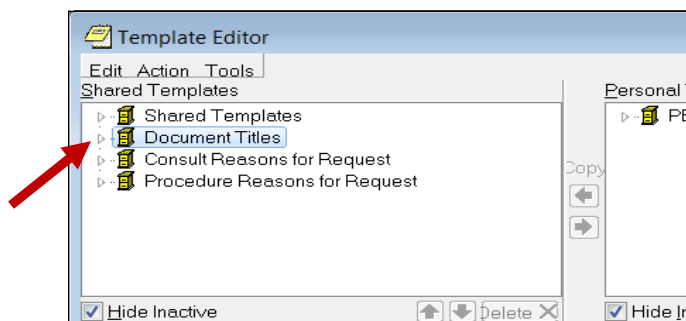
[COMMUNITY CARE-REQUEST FOR SERVICES \(RFS\) LETTER Technical Guide](#)

The progress note title will be called: **COMMUNITY CARE-REQUEST FOR SERVICES (RFS) LETTER**

And the VHA Enterprise Standard Title will be: **LETTERS**

And the Document Class will be: **FORM LETTERS**

Open Template Editor and from Shared Templates, select “Document Titles”



Click ‘triangle’ to left of Document Titles to expand.

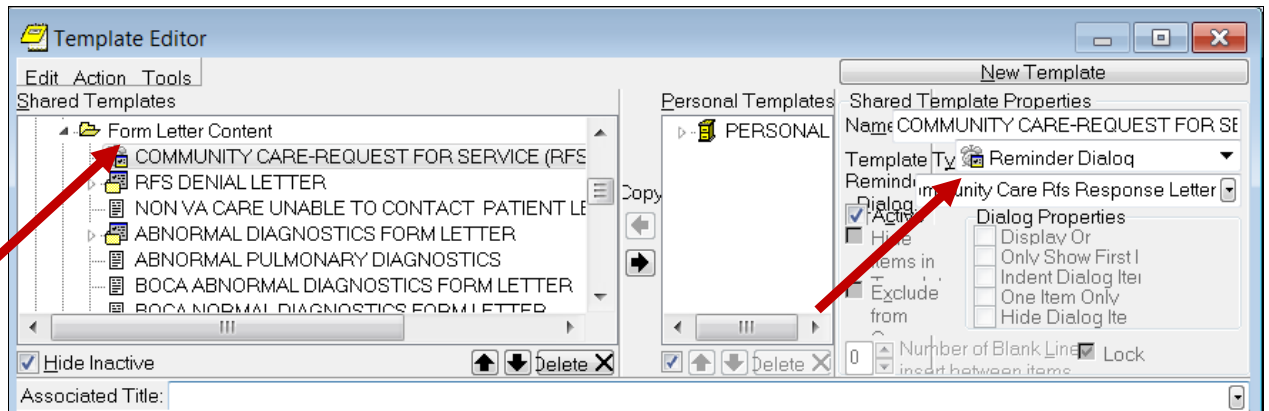
Select the folder where the title **Community Care-Request for Services (RFS) Letter** will be located—in this example “Form Letter Content”

Now click “**New Template**” on the top right side of the Template Editor

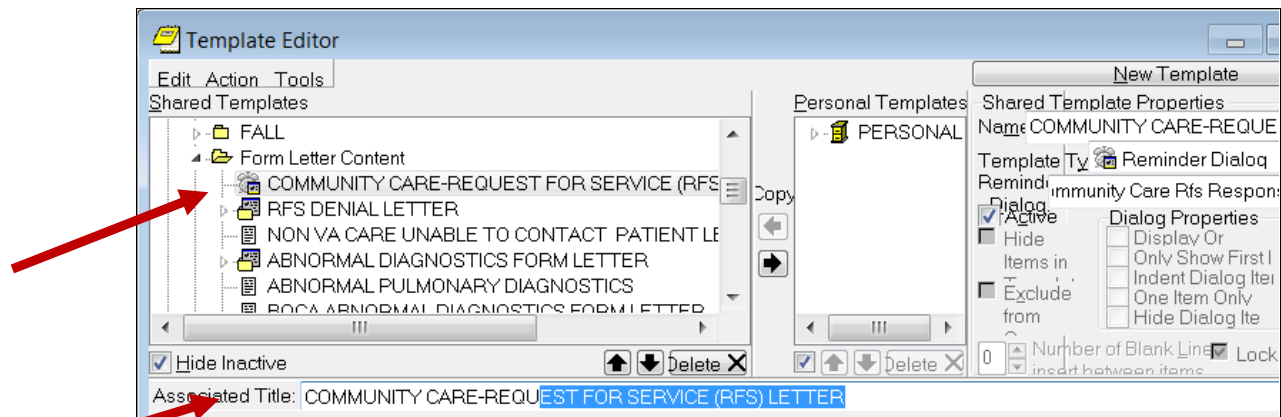
In the “**Name**” field enter “COMMUNITY CARE-REQUEST FOR SERVICES (RFS) LETTER

Change **Template type** to Reminder Dialog.

In reminder Dialog field enter “VA-COMMUNITY CARE RFS RESPONSE LETTER”



Now go to Shared Templates located at left side of screen below. You should see the reminder dialog name displayed. Click on the Reminder Dialog to select it and enter the Progress Note title COMMUNITY CARE-REQUEST FOR SERVICES in the Associated Title field.



Test the progress note title in CPRS to see new template is attached.

NOTE: If you require further technical assistance, if there are any questions or problems during the installation, please notify your local IT support to log a national help desk ticket or contact the VA Service Desk and have them submit a national ticket to:

Category: Affected Service

Affected Service: VistA – CPRS: Clinical Reminders

Assignment Group: NTL SUP Clin 2